

Town of Sahuarita Employment Process General Information

The Town of Sahuarita is an exciting place to work and offers a variety of career opportunities. As our Town continues to grow we look for people to join our team that are committed to providing quality service to both our internal and external customers.

We know that frequently applicants feel lost in the process of applying for employment. To help you better understand the process, we have developed this brief summary of the most frequently asked questions. Whether you are applying for the first time, or have previously filed an application with the Town, this information will be useful to you.

When can I apply for a position?

Applications are accepted only for positions that are currently open, and for which we are actively recruiting.

If I want to apply for more than one job, do I have to file more than one application?

Yes. You must submit a separate job application for each job. You may apply for as many jobs as you wish, as long as the positions are currently open.

How will I know which jobs are open to apply for?

All open positions for which we are recruiting are posted on the Town website – www.ci.sahuarita.az.us Each job posting contains the salary information, a description of the duties, the qualifications for the job, and the job closing date and time.

How do I file my application?

You will need to fill out the on-line application that is on the Town website – www.ci.sahuarita.az.us If necessary, you may come to Town Hall at 375 W Sahuarita Center Way and use the computer in the lobby to apply online. You may bring your resume, cover letter, and any other documents on a memory stick to attach to your application.

In order for your application to receive the consideration it deserves, it is very important that you fill out the application completely, even if you attach a resume. Do not state “see resume” when asked to describe your responsibilities and experience. Your qualifications will be evaluated on the basis of the information you provide on the application itself. Your resume will only be reviewed for clarification purposes. It is your responsibility to demonstrate through your application how you meet the job qualifications.

Your application and any attachments must be submitted *online* by the closing date/time. Hardcopies (paper copies) of the application, your resume, or any additional documents will not be accepted.

I've submitted my application, what is the next step?

Once you have submitted your application, you will receive an email confirming we have received your application. Be sure to provide a valid email address when filling out your application.

The actual selection process will vary depending on the position. Since we generally receive a large number of applications for each job opening, we ask that you be patient and allow us enough time to give each application the careful consideration and attention it deserves.

All applicants will receive the email notification that the Town has received their application. Applicants who have experience and training that are most closely suited to the needs of the position may be selected for a personal interview. These applicants will be contacted by phone. Once the position has been filled, all applicants will receive notification through email.

General Information:

The Town of Sahuarita is a smoke- and drug-free workplace in accordance with the Federal Drug-Free Workplace Act of 1988 and the Smoke Free Arizona Act. Any violation of these policies is grounds for discipline up to and including dismissal.

The Town also participates in E-Verify and complies with the Immigration Reform and Control Act of 1986. Within 3 days of your hire date, as a condition of employment, all new employees must present the Town with appropriate documents as identified in the Act.

Any applicant requiring assistance during any stage of the application/selection process due to a disability, should contact the Human Resources Department so that accommodations may be made. The Human Resources Department can be contacted at 520-822-8813.

Thank you for your interest in employment with the Town of Sahuarita!